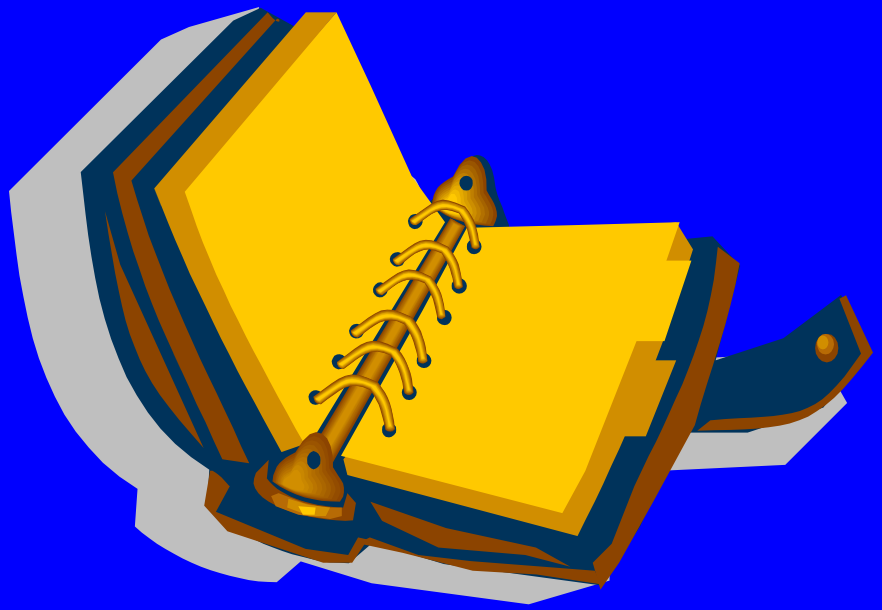
LEADER BOOK



Reviewed: 2 Mar 04

Terminal Learning Objective (TLO)

Discuss the concepts and components of the leader book IAW FM 7-1.

Enabling Learning Objectives (ELO)

a. From a list, select the information that a leader book should contain, IAW with FM 7-1.

b. From a list, select the training tracking status that the leader book provides IAW the cited reference.

c. Select the information the leader book provides to the chain of command IAW the cited reference.

d. Select the uses the leader provides for performance counseling IAW the cited reference.

Leader Book Information

1. Administrative data.

2. Common Task Test (CTT).

3. Specific collective tasks (based on unit's METL).

4. Personal information, i
Lautenber

Ammendment

5. Goals

NOTE

The leader book does not have a specific format, and can be designed according to one's preference. The leader book may be in (paper) book form, or automated. Some NCOs use a laptop computer for their leader book.

Tracking Training Status

The information recorded should be tailored to meet each unit's specific needs, and list the common tasks found in the Soldiers Manual of Common Tasks that support the unit's Mission Essential Task List (METL). Each unit should also develop and use their own

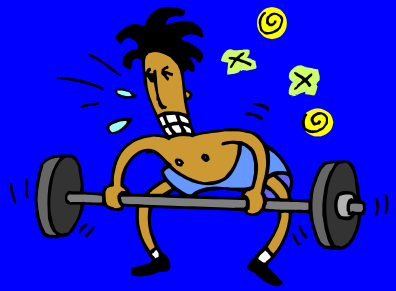
* Track soldiers' proficiency on selected tasks.

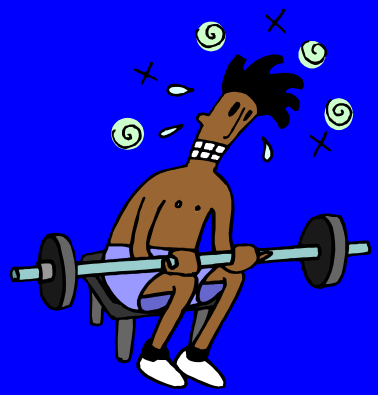
* Record results.

* Annotate evaluation results of tasks.

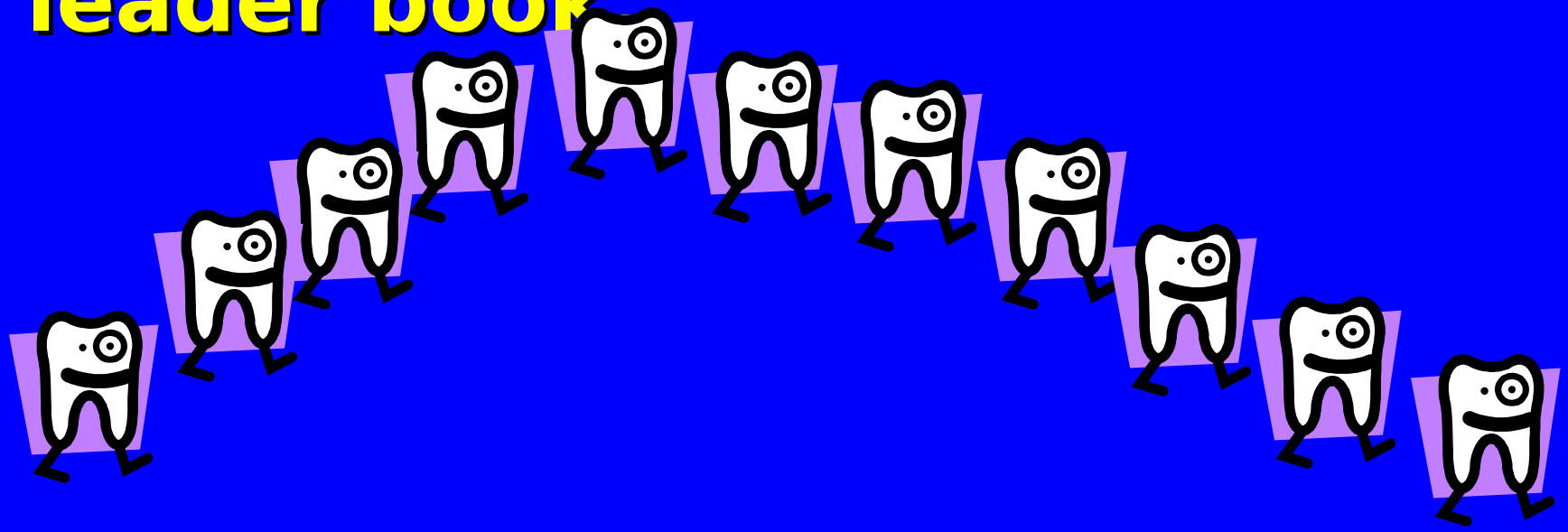
* Identify strengths and weaknesses.

* Plan and conduct training to improve proficiency on weak areas.





Clinic, section, squad and crew collective tasks derived from the unit's Mission Training Plan (MTP) should also be recorded in the leader book



Tasks listed in the leader book should be:

a. Trained

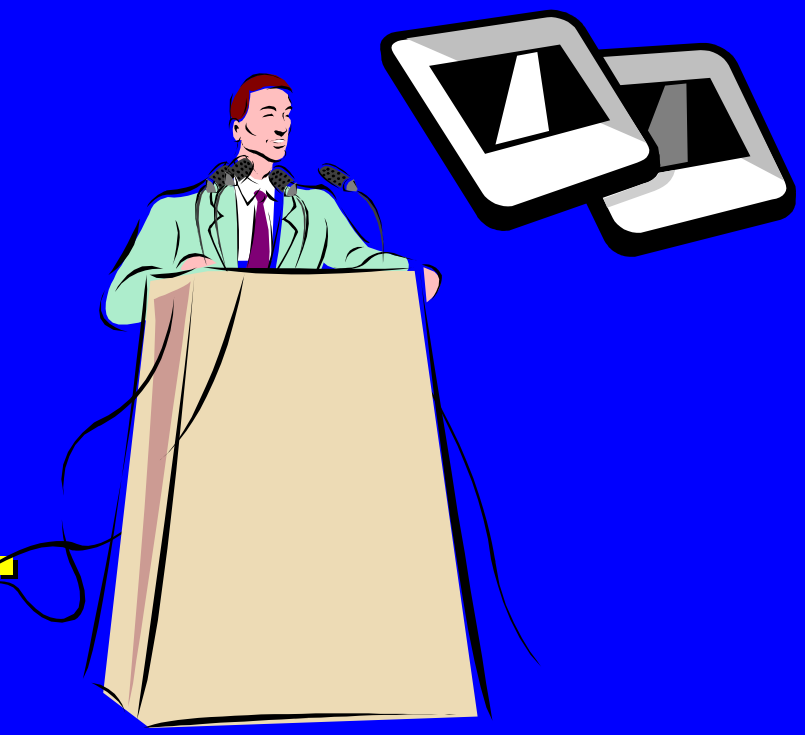
b. Evaluated

Determine if task can actually be performed:

a. Formal

b. Informal

Formal- during SGT's Time, NCODP, clinic or junior enlisted specific training.



Informal- Any time, any place, between breaks, between patients, (hip-pocket

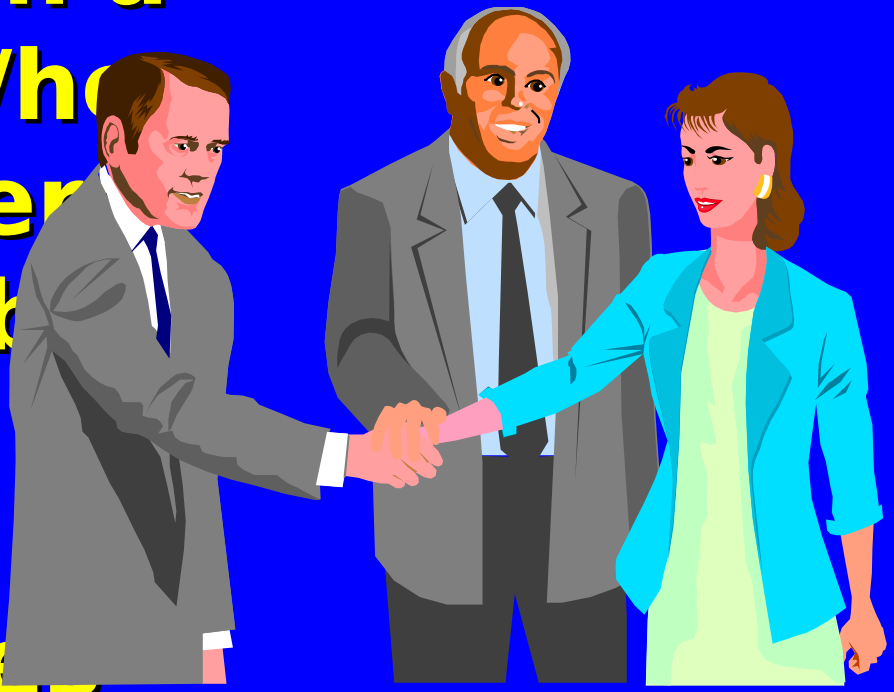
Information the leader book provides to the chain of command…

Leaders may use information in the leader book to provide input on clinic/unit during company training meetings.

Information collected in the leader book will determine what tasks to train during blocked training periods.

* NCODP
* Sergeant's Time
* Junior Enlisted Specific Training
* Clinic Training

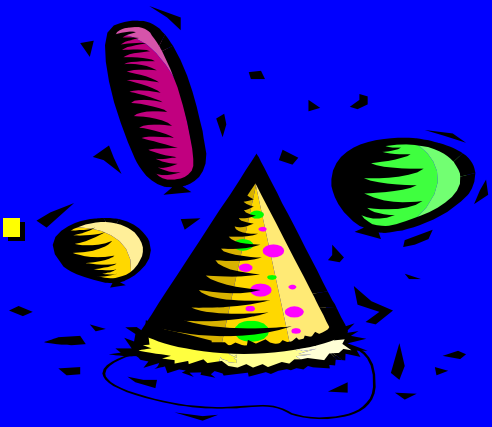
Personal information on a soldier or his/h family member can prove to b very useful in times of emergencie or special recognition.



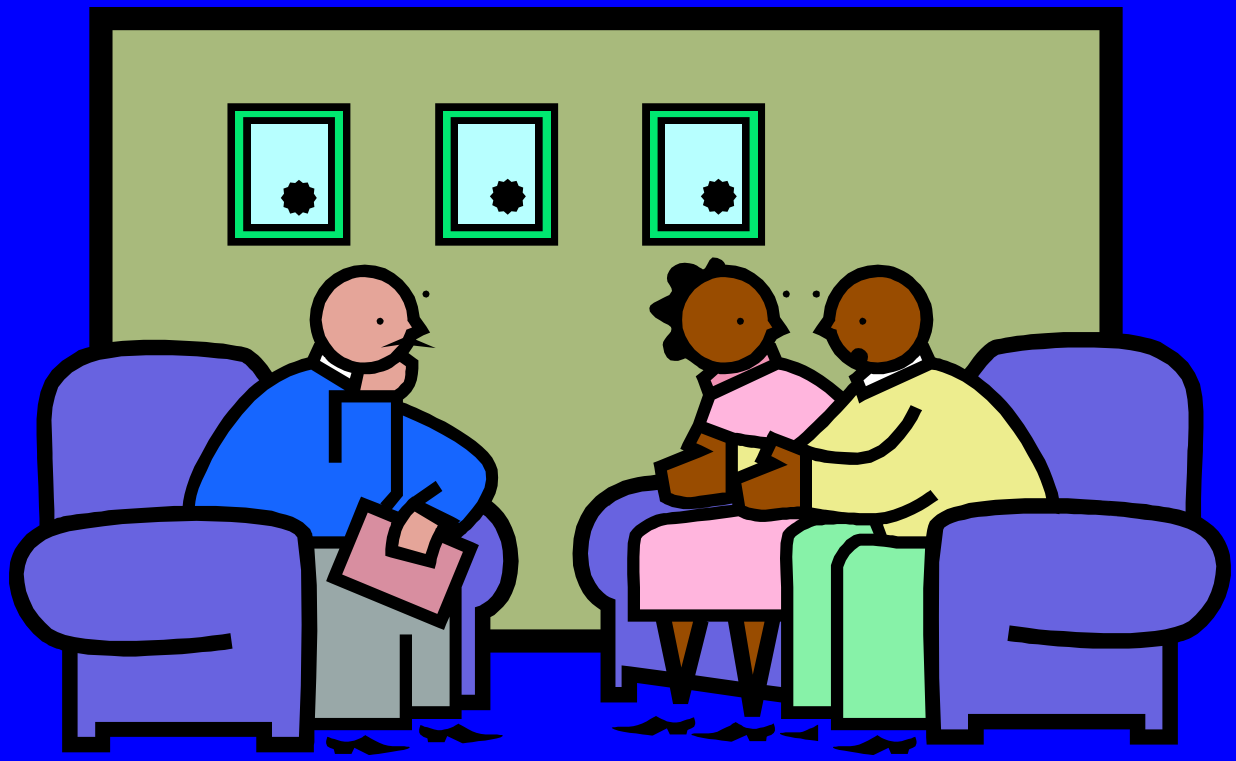
* Spouses person information.

* Names, ages, and schools children attend.

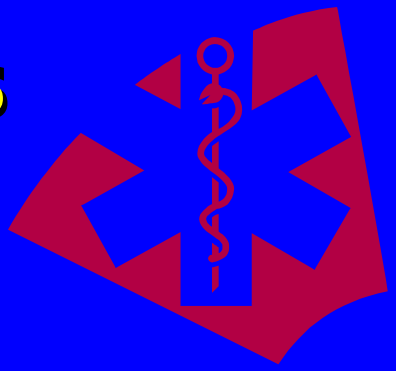
* Birth and anniversary dates.



Exceptional Family Member information



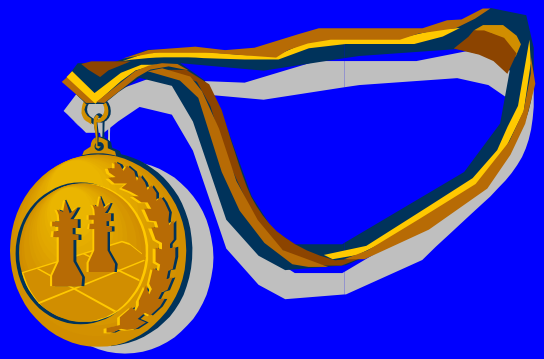
* Allergies



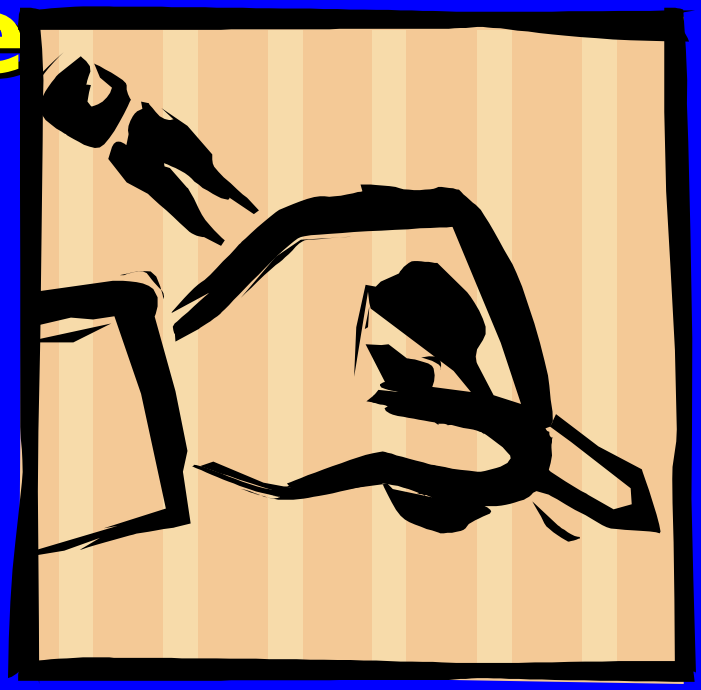
* Profile

Information

* Previous Awards



Leaders may use information in the leader book during soldier performance counseling.



Identifies individual tasks

a. strengths

b. weaknesses

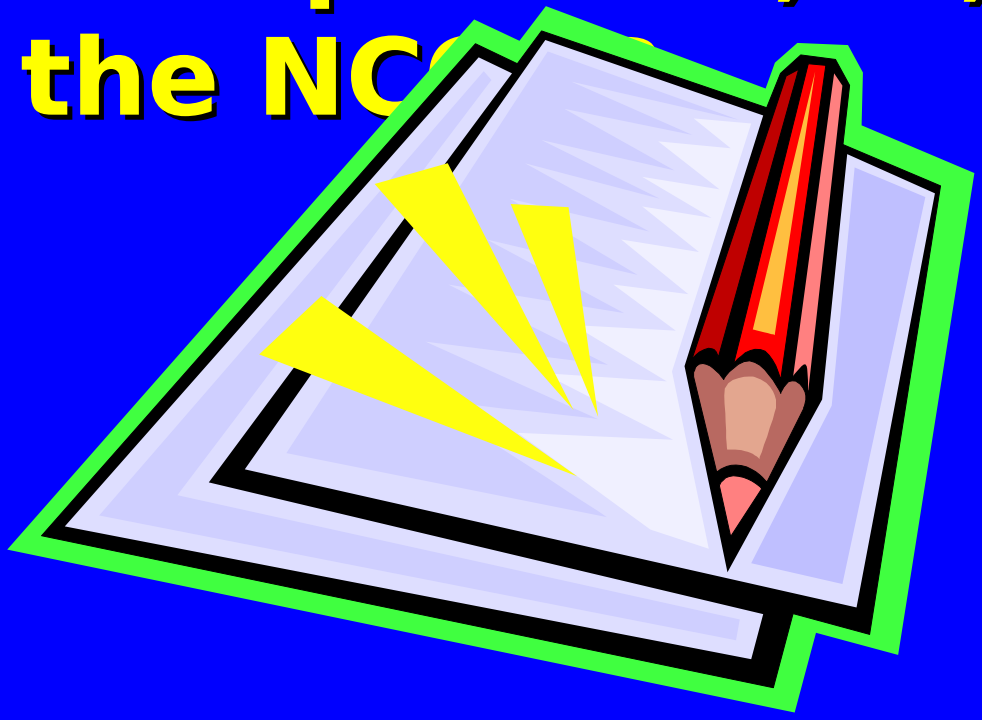
Goals

Long term- civilian/military education, and promotions

Short term- APFT score improvement

Weapons qualification improvement

Information in the leader book may be used to determine specific bullet examples for parts III, IV, and V of the NC



Summary

Leader Book Information

*Administrative data

*Common Task Testing (CTT)

*Specific collective tasks (based on unit's METL)

*Personal information